

## City of Sachse Adopt-a-Spot Program Terms and Adoption Agreement

The City of Sachse Adopt-a-Spot Program gives civic minded individuals, neighborhood groups, civic organizations, and local businesses the opportunity to participate in creating a cleaner more beautiful community and to play an active and ongoing role in greening and maintaining our neighborhoods, streets, and parks. Adopt-A-Spot participants can adopt a corner, street, playground, park or any small area and make a commitment to regularly clean and beautify the area. Beautifying a spot can include regularly picking up trash, removing non-native plants, planting native plants, or planting a flower bed. To qualify as an Adopt-A-Spot, the area must be in need of improvement and may not be private property. An Adopt-a-Spot project can include many different types of activities. It may be as simple as picking up stray litter in your local park once a month, or it may be a longer-term project such as weeding, planting, and maintaining a specific area. The Adopt-a-Spot program can accommodate an array of volunteer interests and goals.

**Definitions: Project** – From here on in this document the term “Project” will be used to mean any volunteer work performed at an adopted park/spot that may include but is not limited to: trash pick up, weeding, pruning, and planting.



## **ADOPT-A-SPOT PROGRAM GUIDELINES**

To help ensure your organization enjoys a stress-free project and to measure the success of the Adopt-A-Spot Program, the City of Sachse Parks and Recreation department has developed the guidelines below. **Please pay special attention to the reporting guidelines** as they are the only means for us to track your group's participation (your projects are credited and recorded in your file) as well as the progress of the Adopt-A-Spot Program as a whole.

- Within your organization, **identify the Adopt-A-Spot point person.**
- Within your organization, make a schedule of your projects; **establish the date, time, and number of volunteers for your projects.** Be sure to conduct a cleanup or maintenance day of the adopted area 3-4 times per year.
- The point person then contacts the Parks and Recreation Department at 469-429-0275, **to report the project information/ideas and schedule at least one (1) week prior to the start of the project for approval. Larger projects, such as major planting projects, etc., may require more notice for the approval process.**
- Prior to the scheduled project, the point person should **distribute and review the Project Safety Guidelines** and **have each volunteer sign the Hold Harmless Release Form.**
- During your project, the point person should ensure that all volunteers **follow the Project Safety Guidelines** while proceeding to collect all loose litter, debris, and unsightly items.
- Once your organization's project is complete, **place any collected material** in a nearby trash can, or if it is full, beside it and immediately call in the location and number of bags (469-429-0275).
- Following your project, your group's point person is responsible for calling or e-mailing the Parks and Recreation Department to **report the project date, the number of participating volunteers, the number of hours worked, the number of trash bags filled (if any)** during the project and to **return the Hold Harmless Release forms** via fax (469-429-0274), in person, or mail (3815 B Sachse Rd., Sachse, TX 75048) to the attention of the Sachse Parks and Recreation Department **within 1 week** of the project completion.
- **The Adopt-A-Spot point person should be sure to:**
  - Provide adult supervision for volunteers 14 to 18 years of age.
  - Make available water to participants, have a first aid kit and a cell phone in case of an emergency.
  - Call the Sachse Parks and Recreation Office (469-429-0275) when your point person/information changes.
  - Work Harmoniously with City staff, citizens, and other volunteers.

**Remember to give your volunteers positive feedback and recognition within your organization to help increase participation for the next project!**

## **ADOPT-A-SPOT PROGRAM PROJECT SAFETY GUIDELINES**

Below is a list of suggestions from the Sachse Parks and Recreation Department to help make your project experience a safe one!

### **DO:**

- **Wear gloves and thick-soled, closed-toe shoes.**
- **Wear long pants and long-sleeved shirts.**
- **Wear sunscreen and bug repellent.**
- **Dress appropriately for the weather.**
- **Drink plenty of fluids in extreme temperatures.**
- **Be aware of your surroundings and the potential hazards associated with them (e.g., passing cars, hazardous tree branches, poison ivy, etc.)**
- **Use the “buddy system”--work in teams of two or three to maximize safety.**
- **Keep pre-moistened towelettes on hand.**
- **Wash hands with antibacterial soap after the project, especially when dealing with trash pick up.**
- **Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police.**

### **DON'T:**

- **Pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or other unidentified, questionable objects.**
- **Overstuff trash bags.**
- **Attempt to move large objects. Report this information to the Sachse Parks and Recreation Department (469-429-0275), for pickup by a Parks crew.**
- **Conduct projects during extremely inclement weather.**
- **Conduct projects near or around construction sites.**

## **VOLUNTEERS IN CITY GOVERNMENT PROGRAM**

### **I. ELIGIBILITY**

- The City reserves the right to accept, decline, or release any volunteer in the program at any time.
- Minimum age requirements are based upon individual volunteer opportunities within the City.
- City employees are ineligible to participate in this program without approval from his/her supervisor and Human Resources.

### **II. GUIDELINES**

- Volunteers in the program will be expected to dress accordingly, taking into consideration the work to be performed, the environment and safety. No political buttons, union shirts, etc., will be permitted.
- Volunteers may not drive or be transported in city-owned vehicles without prior authorization.
- Volunteers will be oriented and trained, if necessary, by the department they are assigned to.
- Volunteers requiring an absence shall inform their City of Sachse designated contact.
- Volunteers regularly scheduled within a department should notify the city's designated contact if unable to report.

### **III. VOLUNTEER CODE OF CONDUCT**

- Work harmoniously with City staff, citizens, customers and other volunteers. Be dependable in attendance, punctuality and performance of duties.
- Listen sympathetically to customers but never offer personal opinions.
- Avoid discussing personal problems in public.

### **IV. RECORDKEEPING**

- Volunteer time actually worked should be recorded in hours and minutes rounded to the nearest quarter hour and reported to the supervisor in the department where the volunteer activities occur, on a weekly basis.

## ADOPT-A-SPOT PROGRAM CONTRACT

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
(Name of Organization)

being a civic minded organization interested in the appearance of our parks, agrees to adopt \_\_\_\_\_ and agrees to perform the following tasks for one year:

- Conduct cleanup or maintenance day of adopted area **3-4 times a year**.
- **Provide the project schedule for approval, at least 1 week prior to the start of the project**, to the Sachse Parks and Recreation Department (469-429-0275).
- Upon completion of the project, **return the Hold Harmless Release Forms, report the project date, the number of participating volunteers, the number of hours worked, and the number of trash bags filled (if any)** during the project to the Parks and Recreation Department within 1 week of work being performed.

**The City of Sachse Parks and Recreation Department will be responsible for the following:**

- Approve selected spots based on traffic volumes, speeds and shoulder widths.
- Erect signs identifying the name of volunteer organization after the adopter's first reported project. The City reserves the right to approve, disapprove and/or edit names or acronyms on the signs.
- Recognize participating groups through various means.
- Provide safety information to organization's volunteer coordinator for distribution to program participants.
- Supply safety vests, if available, and trash bags.
- Remove filled trash bags from roadside and dispose of properly.
- Upon project approval, provide supplies for sight location, i.e., mulch, flowers, shrubs, and trees.

**All project ideas must receive prior approval from the Sachse Parks and Recreation Department before work begins. The City of Sachse Parks and Recreation Director has the authority to turn down any project idea that does not fit in to the current goals set by the Department.**

Initial \_\_\_\_\_

It is agreed by all parties that if the maintenance of the contracted area is not being performed according to the terms agreed upon, the organization will be given thirty (30) days' notice of termination, after which the Adopt-A-Spot signage will be removed. If, within this period maintenance is resumed, the Contract will be continued.

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**SIGNATURE OF POINT PERSON**

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**PRINTED NAME OF POINT PERSON**

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**TITLE OF POINT PERSON**

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**ORGANIZATION NAME AS YOU WANT IT DISPLAYED ON SIGN**

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**DATE**

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**POINT PERSON MAILING ADDRESS**

**CONTACT INFORMATION FOR POINT PERSON:**

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**City of Sachse Parks and Recreation**

**3815 B Sachse Rd.**

**Sachse, TX 75048**

**(469) 429-0274 fax**

**(469) 429-0275 telephone**

